

10 February 1984

DIRECTOR OF CENTRAL INTELLIGENCE

SECURITY COMMITTEE

SECURITY AWARENESS AND EDUCATION SUBCOMMITTEE (SAES)

MEMORANDUM FOR MEMBERS

SUBJECT: SAES Meeting

The next SAESC meeting will be held at 10 a.m. on 1 March 1984 at CIA Headquarters. The conference room number will be provided at the reception/badge desk.

The meeting agenda is enclosed as are the minutes for our 2 February 1984 meeting. Additions or changes to the agenda may be submitted by phone to the undersigned.

For the meeting each member should be prepared to discuss their Department or Agency position on the Security Awareness Seminar, and provide comments/changes to the Seminar agenda.



Chairman

STAT

Encls:

a/s

10 February 1984

DIRECTOR OF CENTRAL INTELLIGENCE
SECURITY COMMITTEE
SECURITY AWARENESS AND EDUCATION SUBCOMMITTEE (SAES)

AGENDA

Thursday, 1 March 1984, 1000 - 1230 Hours
CIA Headquarters

- Item #1. Approval of Minutes, 2 February 1984 meeting.
- Item #2. Discussion on Working Group projects:
 - a. Catalog of Audio/Visual Materials
 - b. 1984 Summer Olympics - Draft Briefing Script
- Item #3. SECOM Security Awareness Seminar
- Item #4. Group discussion - Unauthorized Disclosures. Further explore Maj. Dick Viau's suggestions regarding the establishment of a meaningful communications network between SAES Members (see Para. three, of SAES Minutes, which are enclosed).

SECURITY COMMITTEE
SECURITY AWARENESS AND EDUCATION SUBCOMMITTEE (SAES)
MEETING 2 FEBRUARY 1984

Present:

<div></div>	Chairman	STAT
Mr. Joseph Waggoner	NSA	
CIA Representative	FBI	
Mr. Joe Ambrogio	CIA	
Mr. Dale McIntosh	TREASURY	
Ms. Patricia Kiley	SECRET SERVICE	
Mr. Jim Passarelli	NAVY	
Ms. Rita Metro	ARMY	
Ms. Nancy Barnes	OSAF	
Dr. John Miller	DIS/DSI	
<div></div>	DIS/DSI	
Maj. Richard Viau	SECOM	STAT
Lt. Ronald Gervy	AIR FORCE	
<div></div>	AIR FORCE	
Ms. Marjorie Forrester	DIA	STAT
	DOJ	

Old Business:

1. Minutes from the previous Subcommittee meeting were read and approved without comment.

New Business:

1. The Subcommittee Task Group working on the Catalog of Security Awareness Material presented a status report during the meeting. A letter to members requesting roster information, mailing addresses, and product listings will be sent to each member in the near future. Prompt responses will be requested so the Task Group can submit a rough draft of the Catalog to members at the next meeting. Nancy Barnes, DSI, made the presentation. stressed the importance of keeping the Catalog updated and establishing guidelines for its dissemination. Discussion was also raised concerning the printing of the Catalog. It was generally agreed that Lexitron typing would be best to allow for easier updating. tentatively volunteered to take on the project if SECOM resources permit. STAT
2. reported some additional information for use in the 1984 Summer Olympics Project. This information included guidelines and major points which everyone agreed should be included in the preparation of the report. Rather than a structured briefing it was suggested that once the background information is provided the presentation of and detail given to each area of concern should be left up to the individual departments and agencies. Mr. Joseph Waggoner, FBI, requested that Subcommittee members respond to a form he will be sending soliciting information. He then hoped to have a rough draft brief prepared for the March meeting and a final draft by the April meeting. STAT

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3. Further discussion evolved on the issue of unauthorized disclosure. Major Richard Viau stated that the problem of leaks is a very serious one. He indicated that perhaps the SAES could develop a program whereby members agree to notify each other immediately when they become aware of a new unauthorized disclosure. This would allow the cognizant security office to respond to the disclosure with immediate guidance to the affected population. This suggestion was discussed further and generally endorsed by SAES members present. STAT

4. The group agreed that once [] Unauthorized Disclosures Subcommittee (UDIS), completes his study the Subcommittee should further examine the possibility of producing a video tape dealing with the problem. In the meantime, [] suggested we learn more about the Defense Audio Visual Agency (DAVA) and whether or not it would be feasible to work through it for the production.

5. [] presented a new proposal for the establishment of a SECOM Security Awareness/Education/Training Seminar to be held on behalf of the Intelligence Community. The purpose of the Seminar would be to teach security educators. The Seminar would be open to civilian, military, and contractor security officers as well as others within the Community who have a need to attend. The Subcommittee agreed to move on the idea as a major priority. [] will be presenting his proposal to the SECOM on 8 February. In the meantime he suggested that Subcommittee members renew the draft agenda and provide comments before 8 February. STAT

6. The next Subcommittee meeting will be held on 1 March 1984 at 10:00. The conference room number will be provided at the reception desk.

STAT

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Alternate NSA Member